



## KING COUNTY

Project/Program Manager III

Clinical Specialist

DEPARTMENT OF COMMUNITY AND HUMAN SERVICES/  
MENTAL HEALTH, CHEMICAL ABUSE AND DEPENDENCY SERVICES DIVISION

Annual Salary Range: \$57,986.45 – 73,501.17

Job Announcement No: 03ES3576

OPEN: July 16, 2003 CLOSE: July 30, 2003

**WHO MAY APPLY:** This career service position is open to all qualified applicants.

**WHERE TO APPLY:** Required forms and materials **must** be sent to **Shelle Crosby**, MHCADSD, **Room 610, 821 Second Avenue, Seattle, WA 98104-1598**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Linda Nordness at (206) 296-5233 or [shelle.crosby@metrokc.gov](mailto:shelle.crosby@metrokc.gov) for further inquiries. For a further description of the context within which this position functions, see the King County Mental Health Chemical Abuse and Dependency Services (MHCADSD) web site at [www.metrokc.gov/dchs/mhd](http://www.metrokc.gov/dchs/mhd), 2003 Mental Health Plan. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form](#), resume and letter of interest that describes *in detail* your background and experience with respect to *each numbered qualification* (#1-18) listed below. Cover letters that do not fully address the items listed below may not be considered.

**WORK LOCATION:** The Exchange Building, 821 Second Avenue, Rm 610, Seattle, WA. 98104-1596

**WORK SCHEDULE:** The normal workweek is Monday through Friday. This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible.

### **POSITION SUMMARY:**

The Clinical Special provides clinical supervision and oversight for outpatient mental health services, and ensures that outpatient, inpatient, residential, and crisis services are integrated.

### **ESSENTIAL JOB FUNCTIONS:**

- Supervise the MHCADSD staff who authorize outpatient mental health benefits for persons with intensive treatment needs and who provide related care management services
- Chair a clinical managers' work group. This group is responsible for reviewing clinical quality of care issues for the entire King County Mental Health Plan network, for developing recommendations to address quality of care issues, and for reviewing and recommending the implementation of evidence-based practices
- Ensure that the inpatient authorization function coordinates where appropriate with outpatient and crisis services
- Provide clinical technical assistance to providers in areas identified through utilization management, contract compliance site visits, and/or the clinical managers' work group
- Provide clinical technical assistance to providers to implement recovery-oriented services
- Coordinate efforts to manage the census of King County patients at the state psychiatric hospital
- Manage and participate in the treatment plan development process for those clients whose treatment needs and service costs greatly exceed the benefits normally available

03es3576.doc

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Supervise a process to identify individuals who are multiple users of inpatient services, crisis services, and/or the jail or youth detention systems and to develop a system-wide response for these individuals
- Develop and maintain internal policies and procedures related to clinical staff functions
- Authorize outpatient mental health benefits for persons with intensive treatment needs, as needed.

**MINIMUM QUALIFICATIONS/ KNOWLEDGE/ SKILLS AND ABILITIES**

1. At least 5 years experience, with progressively greater responsibility in public sector mental health services; and a graduate degree with course work in social or health care services, or an equivalent combination of education and experience.
2. At least 3 years experience working in managed care and knowledge of managed care principles
3. Experience working with affiliated service systems at the local, regional, and state levels
4. Experience in service utilization management
5. A demonstrated ability to use data as a service utilization management tool
6. Proven ability to work effectively with groups that consist of stakeholders who may have markedly different perspectives about a given topic
7. Knowledge of and experience with the treatment needs of culturally diverse populations
8. Knowledge of mental health recovery principles and practices
9. Strong oral and written communication skills
10. Ability to manage multiple tasks simultaneously
11. Excellent interpersonal skills
12. Working knowledge of Word for Windows, Excel, and E-mail

**The most competitive candidates will also have the following desired qualifications:**

13. Knowledge of and experience with clinical services provided under the King County Mental Health Plan
14. Experience working with the providers that are contracted to provide services under the King County Mental Health Plan
15. Familiarity with age-specific treatment issues for children, adults, and older adults
16. Experience coordinating mental health inpatient, outpatient, residential, and crisis services
17. Knowledge of chemical dependency treatment principles
18. Experience working with populations that have co-occurring mental illness and chemical dependency treatment issues

**NECESSARY SPECIAL REQUIREMENTS:** Valid Washington State Driver's License or the ability to travel throughout the county in a timely manner.

**CLASS CODE: 8244**